

Arizona Capitol Museum
Museum Store Order Form

BILLING INFORMATION:

Name (as it appears on credit card) _____

Address _____

City _____ State _____ Zip _____

Home Telephone _____ Office Telephone _____

E-mail _____

<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Check
Check No. _____	Made payable to: <i>Arizona Capitol Museum</i>	
Credit Card Number _____	Exp. Date _____	
Signature _____	3-digit Security Code _____	

SHIP TO (if different from billing address):

Name _____

Address _____

City _____ State _____ Zip _____

Home Telephone _____ Office Telephone _____

E-mail _____

GIFT CARD MESSAGE:

Customer Name: _____

ORDER INFORMATION:

Item Number	Item Name Specify Color & Size if applicable)	Quantity	Price Each	Total Price
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			SUBTOTAL	\$
			Sales Tax: 8.3%	\$
			SUBTOTAL	\$
			Shipping Charges:	\$
			TOTAL	\$

Mail to: Arizona Capitol Museum
 Attn: Museum Store
 1700 W. Washington
 Phoenix, AZ 85007

OR Fax to: (602) 256-7988

ORDERING INSTRUCTIONS:

How to Submit Order Form:

Please print it and either fax or mail the completed form to the Museum Store. We suggest that you keep a copy of the completed Order Form for your records. Do not attempt to submit the order online.

Refunds & Exchanges:

If you are not completely satisfied with your purchase, please return it for an exchange or refund of the merchandise price within 30 days. When exchanging merchandise, please include the appropriate shipping charges for your new order.

Gift Orders:

If you are ordering a gift and want it shipped directly to the recipient, enter the recipient's information in the SHIP TO section and a message in the Gift Card Message section. For gift returns, refunds will be applied to the purchaser's account.

Gift Certificates:

Gift Certificates for any amount may be purchased with this Order Form and sent directly to the recipient. Gift Certificates are shipped via U.S. Mail and no sales tax is applied. If you are ordering a Gift Certificate in addition to other merchandise, please add the shipping charges for the Gift Certificate to the shipping charges applicable for the rest of your order.

Shipping & Handling:

All in-stock items and gift certificates are usually shipped within 48 business hours after the order is received via regular U.S. Mail. Domestic delivery time is up to 12 days. Shipping rates are based on total dollar amount of order and destination via standard delivery. Oversize items will be shipped UPS. You will be notified if different shipping charges are applicable. For expedited shipping, please call the Museum Store for rates at (602) 926-3666 or e-mail mhenning@lib.az.us.

Out of Stock:

In the event an item is temporarily out of stock, you will be notified by e-mail with an estimated time of delivery. Please be sure to provide your e-mail address on the Order Form.

SHIPPING AND HANDLING RATES:

All orders are usually shipped with 48 business hours from receipt of Order Form.

TOTAL ORDER AMOUNT	Domestic Shipping
Gift Certificate (add to any other shipping charges)	\$3.00
Up to \$5.00	\$4.00
\$5.01 - \$15.00	\$5.50
\$15.01 - \$30.00	\$6.50
\$30.01 - \$40.00	\$7.50
\$40.01 - \$50.00	\$8.50
\$50.01 - \$75.00	\$9.50
\$75.01 - \$100.00	\$10.50
\$100.01 - \$150.00	\$14.00
\$150.01 - \$200.00	\$17.00
\$200.01 - \$250.00	\$20.00
\$250.01 - \$300.00	\$25.00
\$300.01 - \$350.00	\$30.00
\$350.01 - \$400.00	\$35.00
\$400.01 - \$450.00	\$40.00
\$450.01 - \$500.00	\$45.00
\$500.01 and over	10% of sale